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30 SEP 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 27 September 1968

1. Qualifications Supplement and Qualifications Update: Lists of employees who are delinquent in the return of Forms 444j, "Qualifications Supplement to the Personal History Statement" and Forms 444n, "Qualifications Update" have been received and will be forwarded to appropriate Administrative and Personnel Officers. Returns to date have been satisfactory. Ninety-three percent of Forms 444j have been returned and eighty-eight percent of Forms 444n.

2. Interim Assignment Section (Pool) Work Production: Everyone is aware that clerical employees assigned to the IAS are engaged in training and orientation. All are not aware of the amount of work engaged in by employees assigned to the IAS. One of the projects IAS employees are engaged in is as follows:

Coding Psychological answer sheets on a continuous basis.

From five to twenty people are assigned to the project daily.

The Office of Medical Services' Staff has credited the Pool with accomplishing a project within three weeks that would have taken their office about one year to complete.

In addition, the Interim Assignment Section provided assistance, during recent months, to the Audit Staff on a project which saved the Audit Staff an estimated fifty man days of work time.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A 3. [REDACTED] who has been undergoing medical treatment for a tropical disease at Walter Reed Medical Center, has been medically cleared for return to Vietnam. [REDACTED] departed the continental United States on 26 September 1968. 25X1A

25X1A [REDACTED] U. S. Army, while on ordinary leave in the United States, was admitted to the U. S. Air Force Hospital, Eglin Air Force Base, Florida for removal of kidney stones. He was transferred back to the U. S. Army Hospital after the operation and is presently on thirty days convalescent leave. [REDACTED] is tentatively scheduled to return to Vietnam approximately 21 October 1968.

25X1A Major [REDACTED] U. S. Army, was promoted to Lieutenant Colonel on 23 September 1968.

4. Military Promotion: Master Sergeant [REDACTED] U. S. Army, 25X1A assigned to the Mobilization and Military Personnel Division, was promoted to the grade of Sergeant Major on 26 September 1968. Sergeant Major [REDACTED] 25X1A is the Sergeant Major for the Army, Navy, and Marine Corps Branch of MMPD.

5. Reserve Affairs: On 25 September 1968 forty-one Agency Military Reservists attending the Military PSTOPS course left the Magazine Building classroom for Fort Meade, Maryland to spend the day on the firing range. These officers received familiarization instructions on the 45 caliber pistol and the M-16 rifle.

6. Fund Drive: As of 27 September 1968, results of the Combined Federal Campaign were as follows:

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Payroll Deductions	\$ 18,866.70
Cash Payments and Direct Billing	\$ 6,091.05
Total Contributions and Pledges	\$ 24,957.75
Goal	\$217,800.00

As of 27 September 1968, results of the Agency's drive for EAF and
PSAS were as follows:

EAF	\$870.90
PSAS	\$951.34


Acting Director of Personnel

25X1A

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25X1A OD/Pers/  mtw (30 Sep 68)

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